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Forsyth Library Reserve Policy

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Forsyth Library Reserve Policy

**Prepared by Suzanne Araas Vesely, Copyright/Reference Librarian
and Rebecca Lefebvre, Circulation/Reserve Manager**

Reviewed by Fort Hays State University Counsel, 27 June, 2005

For more information, contact Rebecca Lefebvre, Forsyth Library, x4434

What are Course Reserves?

Course Reserves allows instructors to reserve materials for students at the Circulation/Reserve desk, restricting use to the library for limited periods of time. We recommend that any materials in high demand be reserved for 30 minute, one hour, or two hour reserve. Reserving a book or article eliminates the problem of having an individual student hoard needed materials and it allows as many students as possible to check out the item.

What are Electronic Reserves?

Electronic Reserves allows off-campus digital access to materials that instructors may want to reserve. The student needs access to the internet, an FHSU Scatcat account, and the password provided by Circulation/Reserve to the instructor, to pass on to the class.

What is the reserve policy?

1. A book, article, film or other material to be used in the class at the last minute on the inspiration of the instructor may be placed on reserve for a semester on a one-time basis; however, faculty are encouraged to submit materials as early as possible if they plan on using the materials from one semester to the next.
2. ALL individual articles or films that have already been put on reserve in earlier courses must have a signed copyright permission in place from the owners (publisher or author(s)) if the item is to remain on reserve. Because it is necessary, in order to comply with the law, to have the permission in place for any subsequent semesters in which faculty plan to use the item, faculty are asked to complete a Reserve or E-reserve form, available at Circulation/Reserve.
3. Note: Forsyth Library follows the customary guidelines in requiring that permission usually be renewed each semester. There may be exceptions, particularly for Video on Demand; please check with the Circulation/Reserve Manager.
4. If an item has not been on reserve for a while, faculty may request this permission form, get permission themselves, and submit it with a request to place the materials on reserve. There is a downloadable form at http://www.fhsu.edu/forsyth_lib/copyright/permission.shtml and a checklist on how to get permission.

5. Faculty also have the option of requesting Forsyth Library Circulation/Reserve permissions service to complete the permissions paperwork for them, with the understanding that faculty sign any request forms prepared for them, taking responsibility for the request. The faculty member or the department in which the faculty member works will have to decide whether to take on the payment.
6. Forsyth Library shall restrict access to Electronic Reserves or Video on Demand to students enrolled in the course(s) that use the item.
7. Once the item is placed on Electronic Reserve or Video on Demand, the Circulation/Reserve Manager shall assign a password to the faculty member, instructing (him/her) to give the password to (his/her) students.
8. The library shall also provide a pop-up message on compliance with copyright law to which the student accessing the material must agree or access will be denied.
9. All digitized copyright-protected material shall be stored by the library in a secure place.



FORSYTH LIBRARY

Faculty Reserve – Electronic Reserve Requirements and Information

COURSE RESERVE

- Materials placed on Course Reserve by instructors will ensure that more students will have access to the materials.
- A *Reserve Materials Form* must be completed for each course title.
- Items may include books (personal/library copy), class notes, exams, articles/book chapters, DVD's, videos.
- Loan periods are: 30 minutes, 1 hour, 2 hour, 4 hour, 1 day, 3 day, 1 week, 2 week and 3 week
- **NOTE:** We recommend placing an item that may be in high demand on a 1-2 hour loan limit.
- The title on the Reserve Form should correspond with the title given to students and on the syllabus.
- We ask that you provide a photocopy of the Title page from the book or journal in addition to a copy of the Publisher information page. This will enable the library to obtain Copyright Permission in a timelier manner.
- Personal items with a loan period of less than 1 day may leave the library **ONLY** with consent from the Instructor who owns the item (permission granted VIA e-mail). This is to protect your material.
- Items with one day or more loan limits may leave the library
- The library has two rooms with TV & VCR for video viewing of assigned materials

ELECTRONIC RESERVE (E-Res)

- Materials placed on Electronic Reserve are accessible by any student or faculty with an active Scatcat Account and access to the FHSU web site (www.fhsu.edu).
- We ask that you provide a photocopy of the Title page from the book or journal in addition to a copy of the Publisher information page. This will enable the library to obtain Copyright Permission in a timelier manner.
- These items are Password protected. Password is provided to instructor who provides it to their students. Inform your students to keep this information as the library does not give out USER ID's or PASSWORDS over the phone.

Twice yearly, December and May, instructors will receive list of all items that they have on Reserve. The Instructor will then have the opportunity to decide what materials to keep or remove from Reserve/E-Reserve for the following semester. Please provide materials to be placed on Reserve as early as possible, as our busiest time is the beginning of the semesters. Materials placed on Reserve that are not being used by students will be returned to the instructors at the end of the Spring semester for review of its usefulness for class.

COPYRIGHT

All materials placed on Reserve/Electronic Reserve by Instructors will require Copyright Permission by the Publisher or Author. At this time the Circulation/Reserve Department will submit the request. If Copyright Permission is denied or the Permissions cost too high, the library will notify the instructor and return their material. Copyright Permission Request will be updated yearly (summer semester).

RESERVE COLLECTION RESTRICTIONS

- A validated FHSU ID is **required** to check out any materials from Reserve.
- **ONLY** FHSU students/faculty may checkout items placed on RESERVE by instructors.

CHARGES FOR LOST OR DAMAGED MATERIAL

- Patrons are responsible for materials until they have been returned.
- Lost item or damage fees will be charged for items based on replacement cost*

*Replacement costs are subject to review and adjustment for particularly expensive or rare materials. *The Instructor will determine Replacement Costs for Personal copy items charged to "Lost" or returned damaged.*

We **WELCOME** any suggestions that will help improve our service to you. If you have any questions please contact us by phone at 4434 or e-mail me at blefebvr@fhsu.edu.



FORSYTH LIBRARY

Faculty Circulation Policy



WHO MAY BORROW

- FHSU Faculty/Adjunct with a Valid FHSU ID card
- Faculty may assign a student to check out materials for them. We request that you contact us in advance if you are allowing a student to check out items with your ID Card. Please send your ID along.

RESPONSIBILITIES

By using a valid FHSU ID card to borrow materials (or by allowing another person to borrow materials with their card) the cardholder assumes the responsibility for the materials and agrees to the policies of Forsyth Library. Faculty is exempt from paying fines but is still responsible for charges from "Lost" or damaged materials.

LOST ID CARDS

Faculty is responsible for all items charged to their cards. If your card is Lost or Stolen you will need to notify Forsyth Library (Circulation Department at 4434) immediately. A block will be placed on your card to eliminate the possibility of others charging materials in your name. Any Faculty ID card found at Forsyth Library will be returned to your office VIA campus mail.

NOTE: *Failure to notify the library of lost or stolen ID Cards does not cancel responsibilities for fees from lost or damaged materials.*

PATRON CONFIDENTIALITY

Library patron records are confidential. Library staff/students will not divulge to one patron what another patron has checked out or provide any personal information from the patron file. This policy is in compliance with Kansas State Law.

WHAT MAY BE CHECKED OUT

- All General Collection materials and most Government Documents. Videos, DVD's, CD-ROM's and Magnetic Media/Mixed Media (housed at Reserve).
- Non-Circulating Materials (Reference materials, Special Collections, Journals) may be checked out with a Non-Circulating Materials Request form filled out and authorized by the Department Librarian. These items MUST be returned at the Reserve Desk

LOAN PERIODS

Faculty checkout periods are for Term (May-Dec & Jan-May). Twice a year a "Courtesy Reminder" will be sent out letting you know what is currently checked out in your name. These notices are sent out in December and May, before the semesters end.

ITEM RENEWALS

- Material(s) may be renewed if not previously requested by another patron.
- Materials may be renewed by phone (4434/5586) or by returning the notice with "Renew" noted

ITEM RECALLS

We may request an item be returned if another patron needs it and the item is not being used for class.

We **WELCOME** any suggestions that will help improve our service to you. If you have any questions please contact us by phone at 4434 or e-mail me at blefebvr@fhsu.edu.

FORSYTH LIBRARY RESERVE MATERIALS FORM

Please allow three (3) working days for processing traditional reserve requests

DATE _____	INSTRUCTOR _____
DEPT _____	E-MAIL ADDRESS _____
CAMPUS ADDRESS _____	CAMPUS PHONE # _____
COURSE NUMBER & TITLE _____	
LENGTH OF CHECK-OUT (circle one) 30 min 1 hour 2 hour 4 hour 1 day 3 day 1 week 2 week	
DURATION OF USE: Semester Fall ____ Spring ____ Summer ____ 200 ____ OTHER: _____	
Number of students in class: _____	

SPECIAL INSTRUCTIONS:
(Please check any that apply)

OVERNIGHT CHECKOUT
YES ____ NO ____

NOTE: Special Permission for Overnight Checkout not indicated above accepted via e-mail ONLY on a per request basis

Call Number	# of Copies	Author	Title	Copyright Letter Sent	
				Date	Initials
			21765		
				Date	Initials
			21765		
				Date	Initials
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Call Number	# of Copies	Author	Title	Copyright Letter Sent	
				Date	Initials
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FORSYTH LIBRARY ELECTRONIC (E-RES) RESERVE MATERIALS FORM

Please allow three (3) to seven (7) working days to process electronic reserve requests

DATE _____	INSTRUCTOR _____	NOTE: Electronic Reserves is limited to copies of articles, book chapters, syllabus, Class Notes, Test examples.
DEPT _____	E-MAIL ADDRESS _____	
CAMPUS ADDRESS _____	CAMPUS PHONE # _____	
COURSE NUMBER & TITLE _____		Any item over 20 pages in length will be broken down into smaller sizes (ex. Pg 1-20, 21-40, ect...)

DURATION OF USE: Semester Fall ___ Spring ___ Summer ___ **200** ___ OTHER: ___

Number of students in class: _____

*** Unless indicated, articles requested for Electronic Reserves WILL NOT be placed on Traditional Course Reserves

[illegible]

Call Number	Author	Title	Copyright Letter Sent
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials
			Date Initials

FORSYTH LIBRARY - Remove Reserve Materials Request

Instructor _____

Department _____

E-mail Address

[illegible]

Instructions:

Dispose of or donate personal copies to library

Return library copies to general collection

[illegible]

Call Number	# of copies	Title	Barcode
			21765
			21765
			21765
			21765
			21765
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